

CIA ARCHIVES AND RECORDS CENTER MONTHLY STATISTICAL SUMMARY

MONTH

NOVEMBER 1968

ACCESSIONING, DISPOSITION, HOLDINGS

ACTIVITY (Items 2 through 18 in cubic feet)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
1. ACCESSION JOBS (Number) →	59	374	
2. RECORDS ACCESSIONED in ft	486	3,248	128,087
3. RECORDS DISPOSED OF AT CENTER	215	1,637	25,877
4. RECORDS TRANSFERRED FROM CENTER	430	1,052	34,182
5. RECORDS HOLDINGS →	68,028		
6. INTELLIGENCE REPORTS RECEIVED	207	1,473	64,711
7. INTELLIGENCE REPORTS DISPOSED OF AT CENTER	181	471	27,382
8. INTELLIGENCE REPORTS TRANSFERRED FROM CENTER	25	258	14,824
9. INTELLIGENCE REPORTS HOLDINGS →	22,505		
10. VITAL RECORDS RECEIVED	75	812	18,690
11. VITAL RECORDS DISPOSED OF AT CENTER	25	399	4,914
12. VITAL RECORDS TRANSFERRED FROM CENTER	2	1719	4,584
13. VITAL RECORDS HOLDINGS →	9,192		
14. ARCHIVES ACCESSIONED	27	119	7,644
15. ARCHIVES DISPOSED OF AT CENTER	11	38	316
16. ARCHIVES TRANSFERRED FROM CENTER	0	0	902
17. ARCHIVES HOLDINGS →	6,426		
18. TOTAL HOLDINGS →	106,151		

REFERENCE SERVICES

SERVICE (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
19. RECORD DOCUMENTS LOANED	5,537	28,595	804,440
20. INFORMATIONAL REQUESTS	696	3,640	48,207
21. Archival Documents	614	1,919	
22. INTELLIGENCE REPORTS	2,571	15,710	
23. VITAL RECORDS	86	817	
24. TOTAL	9,504	50,681	
25. NO. OF PAGES REPRODUCED	2,698	7,203	

ITEMS RECEIVED

ITEMS (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	
26. INTELLIGENCE REPORTS	106,640	477,001	
A. INITIAL RECEIPT	99,591	463,548	
B. RETURNS	1,049	7,453	
27. Archival Documents	2,140	11,892	
28. VITAL RECORDS	1,106	8,759	
29. TOTAL	109,886	497,652	

SHELVING UTILIZATION

SPACE (Cubic feet)	REPORTING PERIOD	
30. TOTAL CAPACITY	132,202	
31. UTILIZED	85,605	
32. INDEX	20,546	
33. AVAILABLE	26,051	